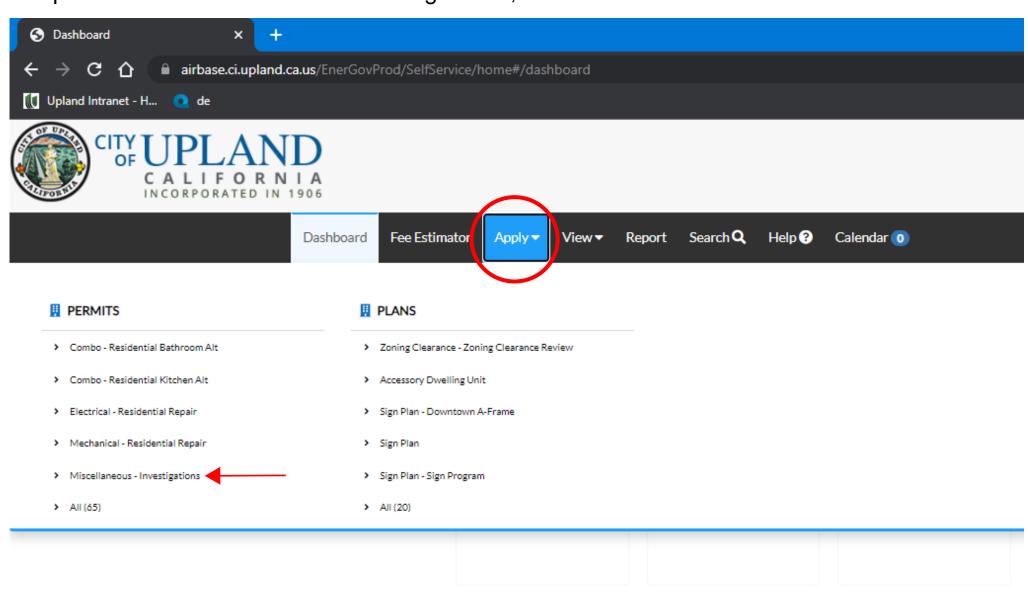
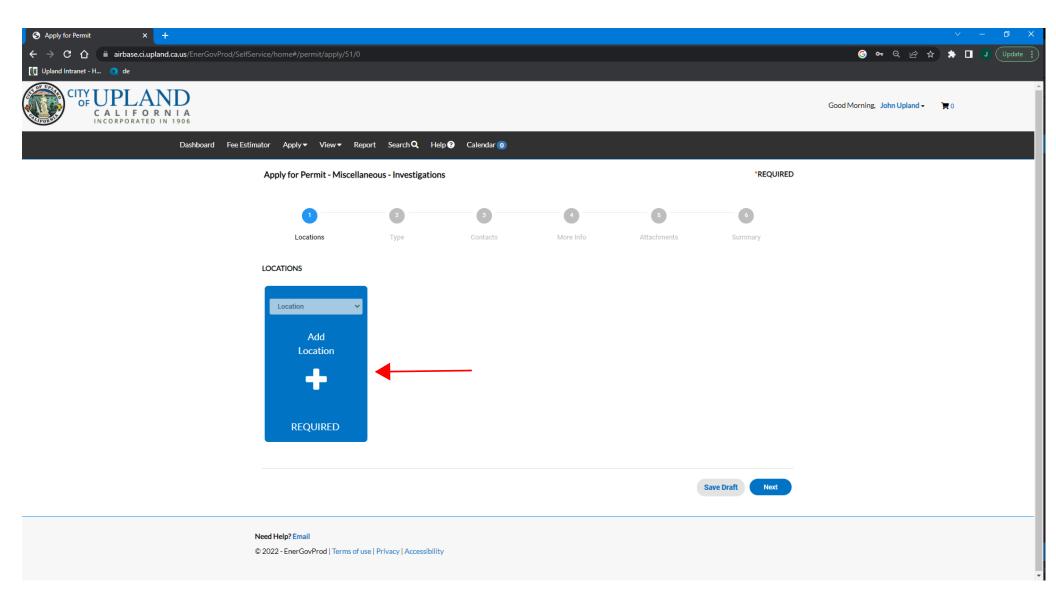
CSS Portal - Certificate of Occupancy - Instructions

- Step 1: Login the CSS Portal
- Step 2: Hover your cursor over "Apply", as shown below.
- Step 3: Select "Miscellaneous Investigations", as shown below.

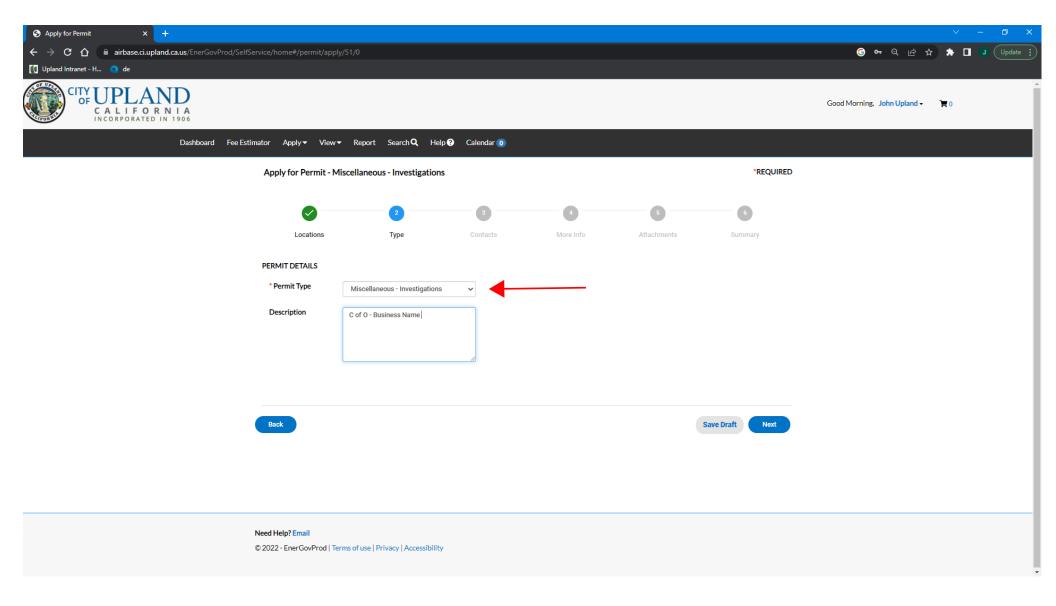


Step 4: Proceed to add your business address.

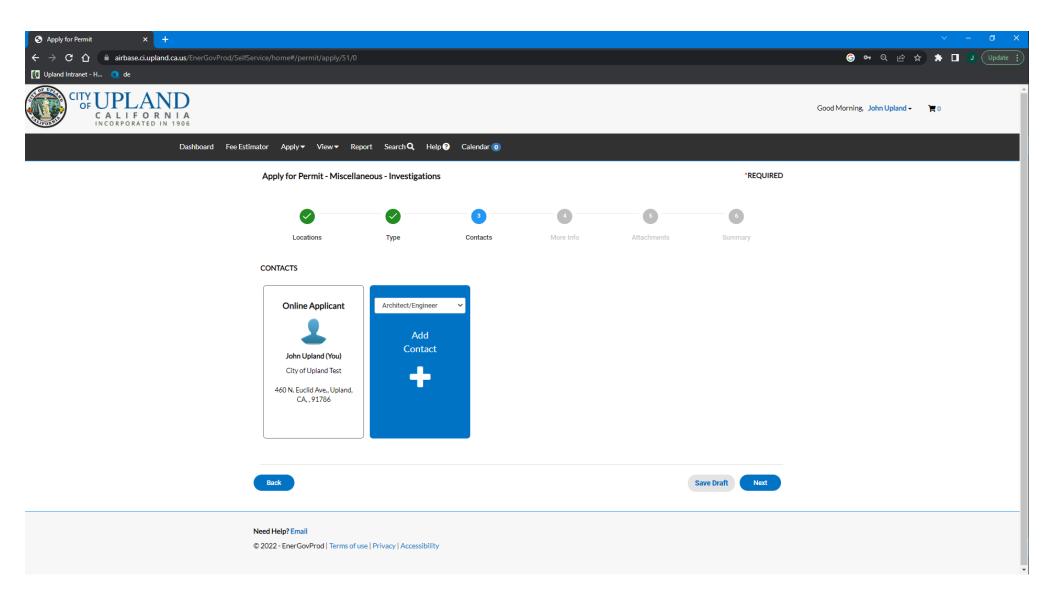


Step 5: Ensure "Miscellaneous - Investigations" is selected.

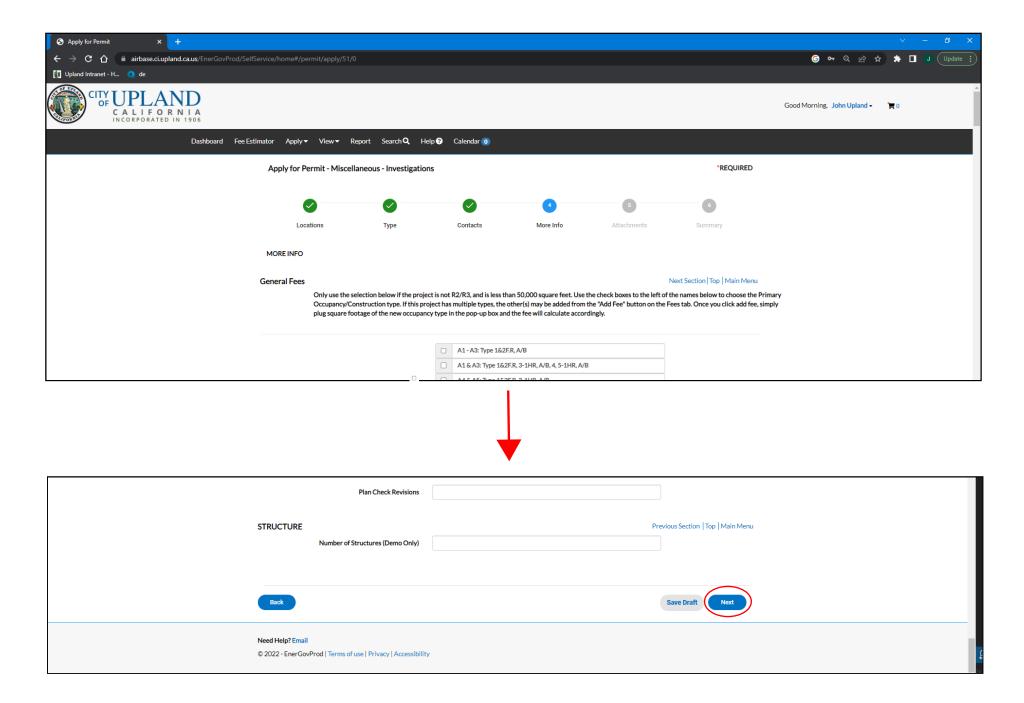
Step 6: Under description, Enter "C of O" and your business name.



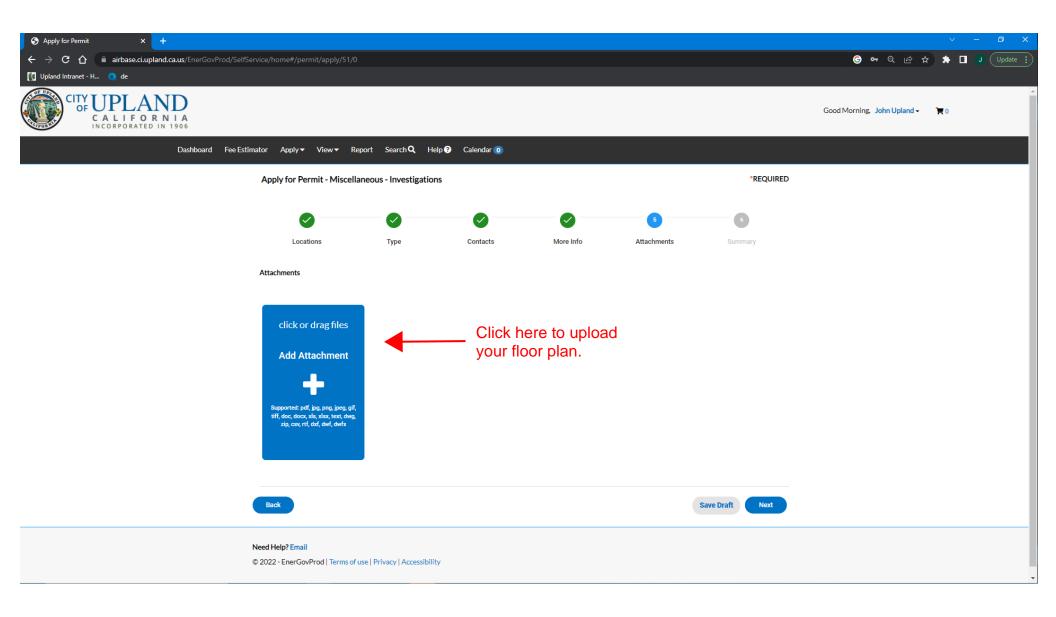
Step 7: Enter your contact information.



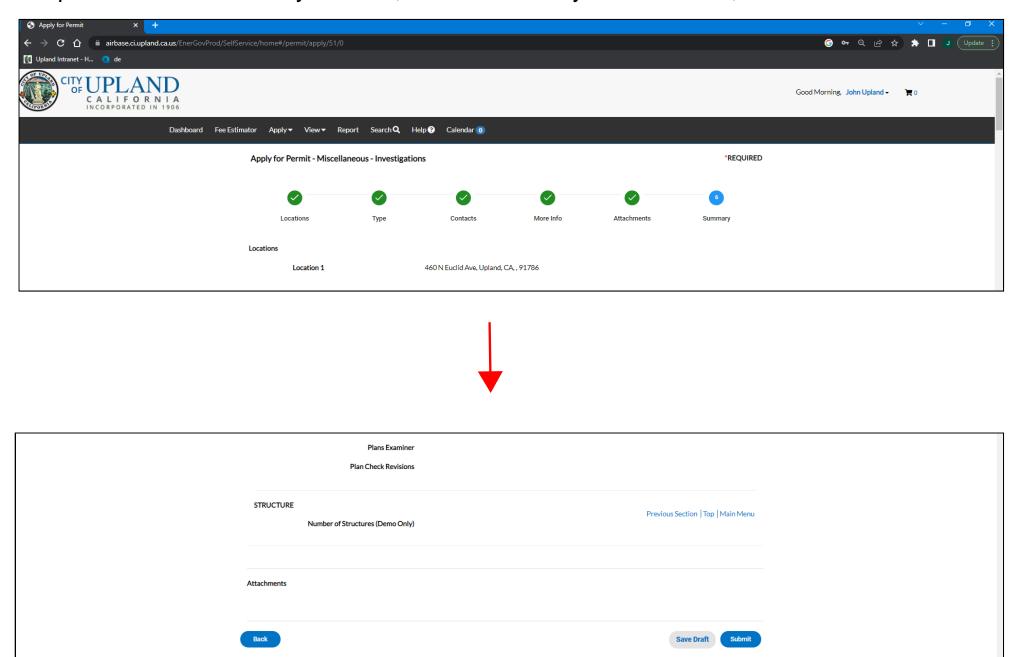
Step 8: On the "More Info" screen, scoll all the way to the bottom, and Select "Next"



Step 9: Upload a copy of the "Floor Plan" for the business.



Step 10: On the "Summary" screen, scroll all the way to the bottom, and Select "Submit"



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Your application is now submitted. The Building and Safety Division will review your application for completeness, process the fees, and send you an invoice. Once you application is accepted, and the fees have been paid, you can schedule an inspection.

To schedule an inspection, please visit: https://www.uplandca.gov/schedule-inspection

